

# INFORMATION REQUIRED FOR A BUILDING PERMIT APPLICATION



## Flyovers/Canopies

**Complete this form & return it with the building permit application**

The following sets out the minimum information that is required to be submitted for a building permit application.

It is the applicants' responsibility to supply sufficient information to the Relevant Building Surveyors. The Relevant Building Surveyor is then required to ensure the application contains sufficient information to determine compliance with the Building Act and Regulations. Where the Relevant Building Surveyor is not satisfied that the appropriate information has been provided they cannot issue the building permit and will request further information.

### Bushfire Attack Level (BAL)

Are you in a Bushfire Prone Area? Use Glenelg Shire Council's website - Online Mapping to determine. The draftsman drawing the plans can confirm and assess your properties BAL, which is required for every site within a declared bushfire prone area.

### **Have you?**

Have you checked with the relevant officers, if you require a **Planning Permit**?

**Note**; where required, a building permit cannot be issued until Planning is been approved.

Have you checked with the relevant officers, if you require a **Waste Water** permit?

**Note**; where required, a building permit cannot be issued until this is been approved.

Have you applied for or enquired with the relevant officer, if you require an **Asset Protection Permit**? All questions relating to Asset Protection are to be directed to the Infrastructure Officer (Phone (03) 5522 2365).

## **REQUIRED DOCUMENTATION**

- Completed application form (Form 1) signed & dated.
- Copy of Certificate of Title.
- Copy of Caravan Park proprietors lease agreement.
- Owner Builder declaration for domestic building work.
- (Owner Builders) a Certificate of consent from the Building Practitioners Board to act as an owner builder if the value of work exceeds \$16,000.
- (Registered Builders only) A Certificate of Insurance under the Domestic Building Contracts Act for domestic building work exceeding \$16,000 in value, constructed by Registered Building Practitioners.
- 3 copies of relevant site specific structural design drawings.

- A statement of the use or intended use of all buildings shown on site plan.
- (Engineered buildings only) A current site specific Certificate of Compliance – Design, in accordance with Regulation 126 and associated computations for steel & timber components outside of the design limits of the span tables.

### GENERAL PLANS

- **3 copies** of drawings showing the plan at each floor level, elevations, sections, dimensions, the sizes and locations of structural members to a scale of not less than 1:100, as detailed below; 
  - **Floor plan** - fully dimensioned and labelled floor plan including, total floor areas.
  - **Sectional plan** - indicating roof cladding, pitch, floor, wall, roof construction details. Framework size and type and finished floor levels.
  - **Elevations** - of each side of the building; which clearly indicate the building height in relation to existing and proposed ground levels.
  - **Structural** - Fully dimensioned and labelled footing construction plan including reinforcement.
  - **Bracing and tie down**- Specific connection details, a bracing layout and tie-down details for framework.
- **3 copies** of site plan to a scale of not less than 1:500 or other appropriate scale showing the following information; 
  - the complete layout of the caravan park.
  - the position and dimensions of the proposed building and its relationship to—
    - i. the boundaries of the site; and
    - ii. any existing building on the adjoining site with setback distances from the adjoining buildings
  - the layout of the proposed storm water drains to the point of discharge on the allotment (if required)

### Websites for further information

A guide to the Caravan Park Regulations [www.dpcd.vic.gov.au/planning](http://www.dpcd.vic.gov.au/planning)  
Country Fire Authority [www.cfa.vic.gov.au](http://www.cfa.vic.gov.au)